First-Year Student Cohorts Graduate Assistant

Up to 19 hours and on the MIT campus at least 3 days a week
Start date between July 1 and September 1, 2019; end date approximately June 1, 2020
$16/hour
This position reports to the Assistant Dean of Community Based Programs
To apply send a resume and cover letter to sarahbou@mit.edu with the subject “First-Year Student Cohorts Graduate Assistant Application.”

Get great experience supporting MIT students’ community engagement activities!

The MIT Priscilla King Gray Public Service Center is seeking a graduate assistant for the center’s community based programming for the 2019-2020 academic year, with the possibility of extension into summer 2020 and the following academic year.

The First-Year Student Cohorts Graduate Assistant will support the Assistant Dean of Community Based Programs in planning and implementing local and national volunteer service programs. The Graduate Assistant will primarily be responsible for assisting in the planning and facilitation of several cohort-based service immersion programs that serve first-year students. These programs include the Active Community Engagement program (a Freshman Pre-Orientation program), PKG Center outreach to first-year student communities and other Freshman Pre-Orientation Programs, and first-year learning community programming. The Graduate Assistant will also support the design and facilitation of workshops as part of the Get Good Stuff Done workshop series, as well as assist with broader cohort immersion programming and facilitation of workshops. This may include the PKG Summer Immersion programming, and support of the PKG IAP and Spring Break programs. There will also be opportunities to support our other community engagement, public service, and outreach programs.

Precise tasks will depend on the skills and interests of the chosen applicant, but include:

- Liaising with community partners to develop opportunities for students, staff, and faculty
- Identifying and developing on-the-ground resources and training materials to assist volunteer work
- Pitching volunteer opportunities to classes and student groups at MIT
- Publicizing programs throughout various MIT outlets and systems
- Planning and facilitating events such as reflection exercises, speaker events, orientation events, and training sessions
- Helping with risk management and documentation processes
- Advising students on developing project or volunteer ideas and seeking funding (when necessary)
- Providing communication and logistical support for students, staff, and faculty engaging in service
- Providing organizational support for program participant interviews, and participation in interviewing students
- Collecting and maintaining program data and assisting with reports
- Reviewing surveys, conducting program evaluation, and writing reports about programming
- And supporting student, staff, and faculty inquiries regarding service opportunities

Qualifications:

- Currently enrolled in a master’s degree program for higher education, social work, or other similar program
- Experience in service learning, volunteer programs, and/or public service
- Comfort with juggling different tasks and working with varied stakeholders
- Excellent writing skills
- Excellent communication and organizational skills
- Ability to work independently and as part of a team
- Attention to detail
- Ethic for service

The 2019 academic calendar at MIT is as follows:
- Fall semester - September 3 - December 20
- Independent Activities Period – January 6 – January 31
- Spring semester - February 3 – May 22

Precise work dates can be made to fit with the Community Engagement Graduate Assistant's own academic calendar. Candidates that can commit to occasional evenings as well as standard daytime hours are preferred.

Sarah Bouchard
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